



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2021 between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
PL WARSZAW02 – POLITECHNIKA WARSZAWSKA Faculty of Production Engineering www.wip.pw.edu.pl			
Academic Contact: STANISLAW STRZELCZAK 02-524 Warsaw, Narbutta 85 Tel.: +48 22 234 84 20 e-mail: s.strzelczak@wip.pw.edu.pl		Erasmus Coordinator KLAUDIA JABŁOŃSKA 02-524 Warsaw, Narbutta 85 Tel.: +48 22 234 8677 e-mail: k.jablonska@wip.pw.edu.pl	
P LISBOA03 - UNIVERSIDADE NOVA DE LISBOA Faculdade de Ciências e Tecnologia www.fct.unl.pt			
Academic Contact: Prof. Rogério Salema Araújo Puga Leal Email: rpl@fct.unl.pt Tel.: + 351 21 294 83 00		Institutional Coordinator : Prof. João Sáágua Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8	

B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships *
P LISBOA03	PL WARSZAW02	07	Engineering, Manufacturing and Construction	1 st , 2 nd CYCLE	2x10=20	-
PL WARSZAW02	P LISBOA03	07	Engineering/ Production Engineering	1 st , 2 nd CYCLE	2x10=20	-

* To be agreed on an individual basis

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training *
P LISBOA03	PL WARSZAW02	07	Engineering, Manufacturing and Construction	1x5 days	1x5 days
PL WARSZAW02	P LISBOA03	07	Engineering, Manufacturing and Construction	1x5 days	1x5 days

* To be agreed on an individual basis

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
PL WARSZAW02		English, Polish		B2	B2

D. Additional requirements

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Spring term
P LISBOA03	31 May	31 October
PL WARSZAW02	15 th June	15 th November

2. The receiving institution will send its decision within 5 weeks (P LISBOA03)/ 5 weeks (PL WARSZAW02).
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (P LISBOA03)/ 5 weeks (PL WARSZAW02) after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

P LISBOA03

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

PL WARSZAW02

ECTS Qualification system in relation to the Qualifications scale at WUT

ECTS	Local grade	Description
A	5.0	Excellent: outstanding performance with only minor errors
B	4.5	Very good: above the average standard but with some errors
C	4.0	Good: generally sound work with a number of notable errors
D	3.5	Satisfactory: fair but with significant shortcomings
E	3.0	Pass, sufficient: performance meets the minimum criteria
FX	2.0	Fail: some more work required before the credit can be awarded
F	2.0	Fail: considerable further work is required

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
PL WARSZAW02	Email: k.jablonska@wip.pw.edu.pl Phone: +48 22 234 86 77	

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

At **P LISBOA03**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance.

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

Information and assistance can be provided by the following contact points and information sources:

Institution	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
PL WARSZAW02	Agnieszka Bursztyńska LLP-ERASMUS Programme Coordinator tel: +48 (0)22 234 74 04, tel/fax: +48 (0)22 629 80 09 email: abursztynska@cwm.pw.edu.pl	



4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
PL WARSZAW02	Email: seks@samorzad.pw.edu.pl	https://kwaterunek.sspw.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ¹
P LISBOA03	Prof. João Sàágua Institutional Coordinator	30/03/2016	
PL WARSZAW02	Prof. Andrzej Kolasa Dean	01.03.2016	Dziekan Wydziału Inżynierii Produkcji  prof. dr hab. inż. Andrzej Kolasa

¹ Scanned signatures are accepted